

## **Program A: Executive and Administration**

Program Authorization: R.S. 36:101 et seq.; R.S. 36:4 et seq.; R.S. 51:2383; R.S. 51:935; as amended by Acts 6, 7, 8, 9 and 12 of the 2001 Regular Legislative Session.

### **Program Description**

The mission of the Executive and Administration Program is to provide leadership and support services for all department activities.

The goals of the Executive and Administration Services Program are:

1. To provide leadership to the Department in its efforts to sustain long-term economic development in Louisiana.
2. To ensure the Department has a diverse and predictable funding base.
3. To ensure the Department is "e-ready" and uses technology to improve service delivery and communication.
4. To be recognized as a first-class economic development organization both in-state and in the region.

Executive Administration develops and implements policies / programs designed to promote growth opportunities for business, facilitate meaningful opportunities to Louisiana citizens, and market the State as a location for business and industry. Office of Management and Finance ensures that all programs in the Department are provided support services to accomplish all of their program objectives. Legal provides legal services and advice on regulatory matters to all Department divisions, and legal research and counsel necessary to carry economic development projects through to completion.

## RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 2000-2001	ACT 12 2001-2002	EXISTING 2001-2002	CONTINUATION 2002-2003	RECOMMENDED 2002-2003	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$2,438,545	\$3,507,024	\$3,809,289	\$3,726,804	\$3,343,375	(\$465,914)
STATE GENERAL FUND BY:						
Interagency Transfers	1,094,924	0	0	0	0	0
Fees & Self-gen. Revenues	8,096	196,140	196,140	198,250	192,761	(3,379)
Statutory Dedications	45,958	330,257	330,257	372,384	361,095	30,838
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	0	0	0	0	0	0
<b>TOTAL MEANS OF FINANCING</b>	<b>\$3,587,523</b>	<b>\$4,033,421</b>	<b>\$4,335,686</b>	<b>\$4,297,438</b>	<b>\$3,897,231</b>	<b>(\$438,455)</b>
EXPENDITURES & REQUEST:						
Salaries	\$1,449,841	\$1,503,856	\$1,506,933	\$1,537,347	\$1,570,394	\$63,461
Other Compensation	128,748	91,880	91,880	91,880	91,880	0
Related Benefits	236,906	349,341	346,264	452,776	388,953	42,689
Total Operating Expenses	1,067,455	926,160	948,160	947,300	645,213	(302,947)
Professional Services	105,913	93,395	339,108	71,395	71,395	(267,713)
Total Other Charges	48,198	1,068,789	1,068,789	1,116,953	1,129,396	60,607
Total Acq. & Major Repairs	550,462	0	34,552	79,787	0	(34,552)
<b>TOTAL EXPENDITURES AND REQUEST</b>	<b>\$3,587,523</b>	<b>\$4,033,421</b>	<b>\$4,335,686</b>	<b>\$4,297,438</b>	<b>\$3,897,231</b>	<b>(\$438,455)</b>
AUTHORIZED FULL-TIME						
EQUIVALENTS: Classified	48	24	24	24	24	0
Unclassified	3	5	5	5	5	0
<b>TOTAL</b>	<b>51</b>	<b>29</b>	<b>29</b>	<b>29</b>	<b>29</b>	<b>0</b>

## SOURCE OF FUNDING

The sources of funding for this program are from the State General Fund, Fees and Self-generated Revenues and Statutory Dedications. The Fees and Self-generated Revenues are due to the collection of certain specified fees from businesses applying for business incentives granted by the department. Statutory Dedications are derived from the Louisiana Economic Development Fund, based upon Act 34 of the 1991 Regular Session, cash from investments and the Deficit Elimination Fund, based on Act 1182 of 2001 which provides funds to eliminate any deficit that occurs in the Office of Group Benefits from operations in Fiscal Year 2001-2002. The Louisiana Economic Development Fund includes cash from investments and vendor's compensation from the Department of Revenue and the Department of Public Safety. Acts 7, 8 and 9 of the 2001 Regular Session restructured the department; the Workforce Development and Training Fund and Economic Development Award Fund were eliminated and subsequently merged into the Louisiana Economic Development Fund. (Per R.S. 39:36B.(8), see table below for a listing of expenditures out of each statutory dedicated fund.)

	<b>ACTUAL</b>	<b>ACT 12</b>	<b>EXISTING</b>	<b>CONTINUATION</b>	<b>RECOMMENDED</b>	<b>RECOMMENDED</b>
	<b>2000-2001</b>	<b>2001-2002</b>	<b>2001-2002</b>	<b>2002-2003</b>	<b>2002-2003</b>	<b>OVER/(UNDER)</b>
						<b>EXISTING</b>
Louisiana Economic Development Fund	\$45,958	\$330,257	\$330,257	\$349,284	\$337,995	\$7,738
Workforce Development & Training Fund	\$0	\$0	\$0	\$0	\$0	\$0
Economic Development Award Program	\$0	\$0	\$0	\$0	\$0	\$0
Small Business Surety Bonding Fund	\$0	\$0	\$0	\$0	\$0	\$0
Marketing Fund	\$0	\$0	\$0	\$0	\$0	\$0
Deficit Elimination/Capital Outlay Escrow Replenishment Fu	\$0	\$0	\$0	\$23,100	\$23,100	\$23,100

## MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
<b>\$3,507,024</b>	<b>\$4,033,421</b>	<b>29</b>	<b>ACT 12 FISCAL YEAR 2001-2002</b>
			<b>BA-7 TRANSACTIONS:</b>
\$267,713	\$267,713	0	Administration - Executive Administration Activity - Carry Forward - contractual obligations for management assistance contracts
\$34,552	\$34,552	0	Administration - Carry Forward Acquisition for the purchase and installation of two Sharp LCD Projectors
<b>\$3,809,289</b>	<b>\$4,335,686</b>	<b>29</b>	<b>EXISTING OPERATING BUDGET - December 20, 2001</b>
\$16,155	\$19,203	0	Annualization of FY 2001-2002 Classified State Employees Merit Increase
\$13,312	\$15,511	0	Classified State Employees Merit Increases for FY 2002-2003
\$2,747	\$4,578	0	Unclassified State Employees Merit Increases for FY 2002-2003
(\$4,612)	(\$4,382)	0	Risk Management Adjustment
(\$302,265)	(\$302,265)	0	Non-Recurring Carry Forwards
\$24,107	\$24,715	0	Legislative Auditor Fees
(\$242,659)	(\$255,544)	0	Rent in State-Owned Buildings
\$2,822	\$2,822	0	UPS Fees
\$27,014	\$29,047	0	Salary Base Adjustment
\$0	\$30,395	0	Group Insurance Adjustment
(\$2,535)	(\$2,535)	0	Civil Service Fees
<b>\$3,343,375</b>	<b>\$3,897,231</b>	<b>29</b>	<b>TOTAL RECOMMENDED</b>

**MAJOR FINANCIAL CHANGES**

<b>GENERAL FUND</b>	<b>TOTAL</b>	<b>T.O.</b>	<b>DESCRIPTION</b>
\$0	\$0	0	LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS
\$3,343,375	\$3,897,231	29	BASE EXECUTIVE BUDGET FISCAL YEAR 2002-2003
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:
\$0	\$0	0	None
\$0	\$0	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE
\$3,343,375	\$3,897,231	29	GRAND TOTAL RECOMMENDED

## PROFESSIONAL SERVICES

\$10,000	Legal services for personnel matters and training
\$31,395	Planning, proposal development, database development and modifications, and any other services deemed necessary
\$30,000	Graphic design services utilized to prepare target based marketing pieces in-house, production reports, small quantity promotional literature and concept designs for the Department on an as needed basis
<b>\$71,395</b>	<b>TOTAL PROFESSIONAL SERVICES</b>

## OTHER CHARGES

\$1,000,000	Funding for the department's e-readiness plan to complete Information Technology (IT) projects to web-enable the top business processes of the Department. Initiatives include; web infrastructure, web refresh, development of a standard process for risk/benefit process, simplification and automation of performance measures, provide online access to building/site information, etc.
\$3,000	Special Marketing funds provided for group activities and special events to promote economic activity and stimulate interest in Louisiana as a business location.
<b>\$1,003,000</b>	<b>SUB-TOTAL OTHER CHARGES</b>
	<b>Interagency Transfers:</b>
\$11,140	Funding for the Department of Civil Service
\$22,618	Funding for the State Treasury
\$1,637	Division of Administration - Comprehensive Public Training Program (CPTP)
\$6,973	UPS Fees
\$48,423	Legislative Auditor Expenses
\$35,605	Risk Management
<b>\$126,396</b>	<b>SUB-TOTAL INTERAGENCY TRANSFERS</b>
<b>\$1,129,396</b>	<b>TOTAL OTHER CHARGES</b>

## **ACQUISITIONS AND MAJOR REPAIRS**

\$0 This program does not have funding for Acquisitions and Major Repairs for Fiscal Year 2002-2003.

**\$0 TOTAL ACQUISITIONS AND MAJOR REPAIRS**